



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

APPRENTICESHIP AND TRAINING COORDINATOR

Job Number: 20001109

Job Code: 61310V000101

Job Group: 6100 - EMPLOYMENT SERVICES

Job Established: 06/16/1982

Job Revised: 02/24/2006

Grade: 11 Salary (MIN - MID):

\$13,581-\$17,990 - Hourly

\$2,206.92-\$2,923.38 - 37.5 Hr. Monthly Salary

\$2,354.04-\$3,118.28 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Performs duties in the promotion, development, coordination and review of apprenticeship and training programs; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree.

EXPERIENCE:

NONE

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

Experience in apprenticeship, employment training programs OR administrative work will substitute for the required education on the basis of one year of experience for two years of college.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Promotes and develops apprenticeship and training programs with employers. Explains apprenticeship and training programs to interested sponsors and explains all rules and requirements for establishing such programs and maintaining the program operation in accordance with apprenticeship regulations. Provides employers with technical assistance in identifying needs for training apprentices in specific trades and in developing a plan for this training. Explains selection procedures to be followed in selecting applicants for the apprenticeship training program. Coordinates enrollment of applicants into apprenticeship and training programs and in related technical training classes. Conducts field compliance reviews of individual apprenticeship and training programs and personally interviews employers/sponsors and apprentices/trainees concerning specific aspects of the program for a determination of compliance with the apprenticeship and training program regulations. Maintains contacts in labor, government, education and industry to promote and to develop apprenticeship and training programs. Provides technical assistance to employers/sponsors in formulating and EEO Affirmative Action Plan for their apprenticeship and training program. Conducts individual EEO compliance reviews of apprenticeship and training programs to determine compliance with state EEO regulations. Prepares records and reports of apprenticeship and training programs.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Incumbents working in this job title perform duties in an office setting. Frequent travel is required.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.